

Model Charity Trustee Declaration

Overall Purpose

This Guidance Note offers an example of a model letter of declaration¹ by a new trustee to the charity that records the information that the trustee has received, declares that the trustee has the time required and the commitment to act as a trustee, and to confirm that s/he is eligible to be a trustee.

It is recommended that the trustee is given two copies of the letter, both to be signed, one to be returned to the charity secretary and the other to be retained by the trustee.

Model Letter

Dear *[charity secretary]*

I write to confirm my acceptance of being appointed as a trustee *[and director]* of *[name of charity registered in England and Wales; registration number, company registration number]* with effect from *[date]*, and to state that I am able to meet the time commitments required for this position.

I understand that my tenure as trustee will run until *[date]*, at which point I will be required to *[stand for re-election, re-appointment]* for a further period of *[number of years]*.

I am aware that I may be able to resign at any point before the culmination of the *[number of years]*, by way of written communication to *[the chair, charity secretary]*.

I have read and understood the information provided to me (listed below), and I fully understand the responsibilities and duties vested in the position. I can also duly confirm that I am unaware of any impediments that would render me ineligible to serve as a trustee.

In order to serve the charity and its beneficiaries to the best of my abilities, I appreciate that I may be required to undertake some periodic training, and that I should liaise with the charity secretary to discuss further information and training needs, as required.

Yours sincerely,

[name of trustee]

[date]

Enclosed:

Completed register of interests form

June 2007

¹ For trustees of housing charities there are additional disclosure requirements placed on them by Industrial and Provident Society legislation and the Housing Corporation. Trustees of such organisations are urged to seek further guidance from a suitable qualified professional.